



# CITY OF COSTA MESA

P.O. BOX 1200 • 77 FAIR DRIVE • CALIFORNIA 92628-1200

DEVELOPMENT SERVICES DEPARTMENT

July 21, 2022

Nancy Loughrey  
2845 Mesa Verde Dr. East  
Costa Mesa, CA 92626

**RE: DEVELOPMENT REVIEW DR-21-07  
DEMOLITION OF EXISTING TWO-STORY RELIGIOUS SANCTUARY BUILDING AND  
CONSTRUCTION OF NEW SINGLE-STORY BUILDING AT 2845 MESA VERDE DRIVE EAST,  
COSTA MESA**

Dear Mrs. Loughrey:

The Development Review, as described in the attached project description, has been approved, based on the required Costa Mesa Municipal Code review criteria and subject to conditions of approval (attached). The decision will become final at 5 PM on July 28, 2022 unless appealed by an affected party (including filing of the necessary application and payment of the appropriate appeal fee) or is called up for review by a member of the City Council. Any appeal must be filed within seven (7) days of the above approval date by 5 PM, pursuant to CMMC Sections 2-305(2) and 2-307.

If you have any questions regarding the above items, please do not hesitate to contact the project planner, Jarrod Coleman at 714.754.5692, or at [Jarrod.Coleman@costamesaca.gov](mailto:Jarrod.Coleman@costamesaca.gov).

Sincerely,

Jennifer Le  
Director of Economic and Development Services

cc: Nancy Loughrey  
2845 Mesa Verde Dr. East  
Cost Mesa, CA 92626

Engineering  
Fire Marshal  
Building Division

## **PROJECT DESCRIPTION**

### ***Location***

The subject property is located at 2845 Mesa Verde Drive East in a multi-tenant church complex. The site is located on the western side of Mesa Verde Drive East between Serang Place to the North and Adams Avenue to the South. The site is zoned C1 (local business district) and has a General Plan land use designation of General Commercial. Surrounding properties include a mix of R1 Zoned properties and other C1 zoned properties. The site is currently developed with three existing office/retail buildings (converted to church uses), built in 1979, and located on a lot approximately 1.44 acres in area.

### ***Prior Land Use Approvals***

In 2012, a Minor Conditional Use Permit (ZA-12-29) was approved that allowed the conversion of an existing multi-tenant office development to a proposed church complex. A shared parking plan was also approved that included specific land use related restrictions in compliance with the Costa Mesa Municipal Code. The complex consists of the following primary buildings and uses:

#### **Building 1:**

This structure is proposed to be replaced. The existing “building one” is a 3,644-square-foot, two-story building. The building is used for worship services on Sunday (sanctuary) and incorporates a 2,316-square-foot sanctuary with no fixed seating.

#### **Building 2:**

“Building two” is an existing 7,866-square-foot, single-story building. The building includes church related offices, retail uses, and a fellowship hall with kitchen facilities.

#### **Building 3:**

“Building three” is an existing 4,286-square-foot, single-story, office and retail building.

#### **Hours of Operation:**

Offices: Sunday – Thursday 8:30AM to 1:30PM

Sanctuary: Sunday 9AM – 1PM; Christmas Eve (Worship Services)

Classroom space – Sunday 11AM-1PM; Saturday 8AM-4PM; Weeknights 7PM-9PM (Workshops). Weekdays 2PM – 6PM (Piano Lessons).

#### **Parking (as approved by ZA-12-29 in 2012):**

A total of 225 on-site parking spaces were provided for the various uses within the Church complex. A recorded shared parking access agreement was required between three parcels; 2845 Mesa Verde, 1700 Adams Avenue, and 1720 Adams Avenue. The link to the staff report for the 2012 approved entitlement is provided below.

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Link: [ZA-12-29](#)

### ***Proposed Project***

Pursuant to Costa Mesa Municipal Code (CMMC) Section 13-28(e)(2), the construction of a new building in the C1 district that exceeds 2,000 square feet shall be subject to the “development review” application procedures. Pursuant to CMMC Table 13-29(c), a development review application does not require public noticing or a public hearing and the final review authority is the “Planning Division.”

The proposed application includes the demolition of an existing 3,466-square-foot building that serves as a church sanctuary, and the replacement of the building with a smaller (3,310-square-foot) one-story sanctuary building. Because the proposed building exceeds 2,000 square feet, the CMMC requires processing via the “development review” application. The sanctuary interior will include a raised platform for the speaker and choir members, a storage room, electrical rooms, non-fixed seating (chairs) and a fixed perimeter bench seating. The proposed exterior materials for the new sanctuary includes stucco, anodized aluminum, glass, and painted metal columns.

### **ANALYSIS**

#### ***Use***

As indicated above, the applicant proposes a new sanctuary building that would replace an existing sanctuary building. No change of use is proposed and therefore this entitlement is limited to the City’s “development review” application procedures that focus on the proposed new building’s compliance with the Costa Mesa Municipal Code (CMMC) development standards.

#### ***Compliance with Costa Mesa Municipal Code Development Standards***

As indicated on the attached “Planning Application Summary – Development Standard Comparison” table, the proposed development complies with maximum allowed building area; maximum allowed floor area ratio (FAR); maximum building height; front, rear and side required setbacks, minimum required parking (as further described below), and required landscaping.

#### ***Parking***

In addition to other site use changes, the 2012 approved Minor Conditional Use Permit (MCUP) entitled the conversion of the subject building “building 1” (previously an office use) to a church assembly area (sanctuary). As previously approved, the space includes a 2,316-square-foot sanctuary with no fixed seating. In order to comply with the City’s parking requirements, the 2012 intensification of use also included approval of a comprehensive shared parking program which considered the parking demand for the other uses on the site that share a common parking area. The approved site parking plan also considered offset hours of operation to justify parking compliance. Because the current application is limited to the replacement of an existing building with a smaller

building, and with the same use, the following parking analysis focuses only on replacement of "building 1."

Pursuant to Municipal Code Section 13-89 ("*Parking Required*"), the parking requirement for a church is based on church "assembly area," and the CMMC specifically requires one (1) space for each three (3) fixed seats, or one (1) space for every 35 square feet of seating area if there are no fixed seats. The CMMC also requires one parking space for every 4.5 lineal feet of church bench seating. The existing "building 1" did not include fixed seating and therefore the 2,316-square-foot assembly area was parked under the requirement of 66 parking spaces.

With the exception of two benches proposed at the rear wall of the new sanctuary, the proposed assembly area will also consist of non-fixed seating.

As currently proposed, the assembly area is 2,192 square feet and pursuant to the CMMC, 62 parking spaces are required (this calculation includes the bench seating area). If the bench seating is removed from the floor area calculation, the total assembly area would be 1,772 square feet and 50 parking spaces are required. The CMMC parking demand for the non-fixed seating assembly area (50 parking spaces) and the proposed approximate 55 lineal feet of bench seating (12 parking spaces) would result in a Code required parking demand of four less spaces than assumed for the existing sanctuary, and therefore the site parking is considered in conformance.

#### **Review Criteria**

Pursuant to CMMC section 13-29(e), the proposed project shall be reviewed by the following criteria:

**A compatible and harmonious relationship shall be maintained between the proposed building and site development, and use(s), and the building and site developments, and uses that exist or have been approved for the general neighborhood.**

The proposed project is compatible and harmonious with the existing development and the general neighborhood in that the development review application includes the demolition of an existing two-story building to be replaced with a smaller one-story building. The project is also in compliance with the CMMC applicable development standards, including required setbacks, floor area ratio (FAR), landscaping and parking.

**The project shall include safety and compatibility of the design of buildings, parking area, landscaping, luminaries and other site features which may include functional aspects of the site development such as automobile and pedestrian circulation.**

The proposed building would replace an existing building, and parking areas and circulation (pedestrian and automobile) are not proposed to be modified. New

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landscaping is proposed that complies with the CMMC and exceeds existing conditions.

**The project shall comply with performance standards as prescribed in the Costa Mesa Zoning Code.**

The project has been reviewed for compliance with the CMMC and specifically the City's Zoning Code and found to be in compliance.

**The project shall be consistent with the City's General Plan and any applicable specific plans.**

The project is not located within a specific plan area and the following analysis evaluates the proposed project's consistency with applicable policies and objectives of the 2015-2035 General Plan.

1. Objective LU-2A: *"Promote land use patterns and development that contribute to community and neighborhood identity."*  
Consistency: The proposed replacement of the church sanctuary, will enhance an existing facility that provides community centered events; church gatherings and also serves as an election polling center.
2. LU-3.6: *"Facilitate revitalization of aging commercial centers by working with property owners, developers, local businesses, and other community organizations to coordinate efforts."*  
Consistency: The proposed project would rehabilitate an originally constructed building constructed in 1979 and provide new and additional landscaping.
3. LU-3.10: *"Minimize effects of new development on the privacy and character of surrounding neighborhoods."*  
Consistency: The proposed new sanctuary is smaller than existing, and the perimeter landscaping will improve privacy between the existing single-family homes and the church complex.

**ENVIRONMENTAL DETERMINATION**

The project is categorically exempt from the provisions of CEQA pursuant to CEQA Guidelines Section 15301 for the permitting and/or minor alteration of existing facilities, involving negligible or no expansion of existing or former use. This project includes the demolition of an existing two-story building to be replaced with a smaller one-story building and the use of a church sanctuary will remain as existing. The project is consistent with the applicable General Plan designation and all applicable General Plan policies as well as with applicable zoning designation and regulations.

**CONCLUSION**

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As indicated in the above analysis, the proposed project replaces an existing two-story building with a smaller one-story building, complies with the City's development standards, and the Planning Application "review criteria." Therefore, and pursuant to the CMMC, the Planning Division acting as the "final review authority" approves the proposed project.

### **CONDITIONS OF APPROVAL**

1. The use shall be limited to the type of operation and conditions described in ZA-12-29 and this staff report and applicant's letters dated May 17, 2022. Any change in the operational characteristics including, but not limited to, hours of operation, shall be subject to Planning Division review and may require an amendment to the minor/conditional use permit, subject to either Zoning Administrator or Planning Commission approval, depending on the nature of the proposed change. The hours of operation shall be limited to the following:
  - a. Offices: (4 church staff maximum); Weekly, Sunday – Thursday 8:30AM to 1:30PM
  - b. Sanctuary; Worship Services – Sunday 9:00AM – 1:00PM; Christmas Eve Services; Saturday Evening concerts; and occasional Saturday Weddings, funerals, etc.
  - c. Classrooms:
    - i. Religious Education – Sunday 11:00AM – 1:00PM
    - ii. Meetings – Sunday mornings
    - iii. Workshops – Saturday 8:00AM – 4:00PM
    - iv. Evening Classes – Weeknights 7:00PM – 9:00PM
    - v. Piano Lessons – Two Weekdays 2:00PM – 6:00PM
  - d. Public Poll Site – Election Tuesdays
  - e. Fellowship Hall – Sundays before and after worship services (not to be in use when Sanctuary is in use)
2. The project shall be limited to the type of building as described in this staff report and in the attached plans. Any change in the use, size, or design shall require review by the Planning Division and may require an amendment to the Development Review Entitlement.
3. The applicant is reminded that Code allows the Planning Commission to modify or revoke any planning application based on findings related to public nuisance and/or noncompliance with conditions of approval [Title 13, Section 13-29(o)].
4. If parking shortages or other parking –related problems arise, the operator shall institute whatever operational measures necessary to minimize or eliminate the problem, including, but not limited to reducing the number of or eliminating scheduled worship services.
5. The use shall be conducted, at all times, in a manner that will allow the quiet enjoyment of the surrounding neighborhood. The applicant and/or business owner shall institute whatever security and operational measures are necessary to comply with this requirement.

6. Street address shall be visible from the public street and shall be displayed on the complex identification sign. If there is no complex identification sign, the street address may be displayed on the fascia adjacent to the main entrance or on another prominent location. When the property has alley access, address numerals shall be displayed in a prominent location visible from the alley. Street address numerals shall be a minimum six (6) inches in height with not less than one-half-inch stroke and shall contrast sharply with the background. Identification of individual units shall be provided adjacent to the unit entrances. Letters or numerals shall be four (4) inches in height with not less than one-fourth-inch stroke and shall contrast sharply with the background.
  7. The applicant shall contact the Planning Division to arrange a Planning inspection of the site prior to commencement of worship services. This inspection is to confirm that the conditions of approve and code requirements have been satisfied.
  8. No modification(s) of the approved building elevations including, but not limited to, change of architectural type, changes that increase the building height, removal of building articulation, or a change of the finish material(s), shall be made during construction without prior Planning Division written approval. Failure to obtain prior Planning Division approval of the modification could result in the requirement of the applicant to (re)process the modification through a discretionary review process or a variance, or in the requirement to modify the construction to reflect the approved plans.
  9. The landscaping of this project shall comply with the City's landscaping requirements and any applicable guidelines (i.e. Water Efficient Landscape Guidelines). The final landscape plan shall meet tree count, tree selection, shrub count, groundcover and turf requirements per the City's Zoning Code.
  10. Prior to issuance of building permits a preliminary hardscape and landscape plan shall be provided for Planning Division approval to bring this sites' nonconforming landscaping into closer conformance.
  11. Existing mature trees shall be retained wherever possible. Should it be necessary to remove existing trees, the applicant shall submit a written request and justification to the Planning Division. A report from a California licensed arborist may be required as part of the justification. Replacement trees shall be of a size consistent with trees to be removed and may be required on a 1:1 basis. This requirement shall be completed under the direction of the Planning Division.
  12. Two (2) sets of detailed landscape and irrigation plans, which meet the requirements set forth in Costa Mesa Municipal Code Sections 13-101 through 13-108, shall be required as part of the project plan check review and approval process. Plans shall be forwarded to the Planning Division for final approval prior to issuance of building permits.
  13. Two (2) sets of landscape and irrigation plans, approved by the Planning Division, shall be attached to two of the final building plan sets.
  14. The buildings shall be painted in one consistent color, the landscaping brought into compliance, and the parking lot restriped prior to occupancy of the buildings by the church.
  15. No exterior roof access ladders, roof drain scuppers, or roof drain downspouts are permitted. This condition relates to visually prominent features of scuppers or
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downspouts that not only detract from the architecture but may be spilling water from overhead without an integrated gutter system which would typically channel the rainwater from the scupper/downspout to the ground. An integrated downspout/gutter system which is painted to match the building would comply with the condition. This condition shall be completed under the direction of the Planning Division.

16. On-site lighting shall be provided in all parking areas, vehicular access ways, and along major walkways. The lighting shall be directed onto driveways and walkways within the project and away from dwelling units and adjacent properties to minimize light and glare impacts, and shall be of a type approved by the Development Services Director.
17. Prior to the issuance of Building Permits, the Applicant shall submit a Lighting Plan and Photometric Study for the approval of the City's Development Services Department. The Lighting Plan shall demonstrate compliance with the following:
  - (a) Lighting design and layout shall limit spill light to no more than 0.5 foot candle at the property line of the surrounding neighbors, consistent with the level of lighting that is deemed necessary for safety and security purposes on site.
  - (b) Glare shields may be required for select light standards.
18. The above conditions of approval shall supersede and replace the conditions of approval for the prior entitlements for this property.

### **CODE REQUIREMENTS**

The following list of federal, State, and local laws applicable to the project has been compiled by staff for the applicant's reference. Any reference to "City" pertains to the City of Costa Mesa.

- PIng.
1. Approval of the planning/zoning application is valid for two (2) years from the effective date of this approval and will expire at the end of that period unless applicant establishes the use by one of the following actions: 1) a building permit has been issued and construction has commenced, and a valid building permit has been maintained by making satisfactory progress as determined by the Building Official; 2) a certificate of occupancy has been issued; or 3) the use has been established and a business license has been issued. A time extension can be requested no less than thirty (30) days or more than sixty (60) days before the expiration date of the permit and submitted with the appropriate fee for review to the Planning Division. The Director of Development Services may extend the time for an approved permit or approval to be exercised up to 180 days subject to specific findings listed in Title 13, Section 13-29 (k) (6). Only one request for an extension of 180 days may be approved by the Director. Any subsequent extension requests shall be considered by the original approval authority.
  2. Permits shall be obtained for all signs according to the provisions of the Costa Mesa Sign Ordinance.
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3. Development shall comply with all requirements of Articles 5 and 9, Chapter V, Title 13 of the Costa Mesa Municipal Code relating to industrial development standards.
4. Parking stalls shall be double-striped in accordance with City standards.
5. Any mechanical equipment such as air-conditioning equipment and ductwork shall be screened from view in a manner approved by the Planning Division.
6. The maximum occupancy, as determined by provisions of the Uniform Building Code or other applicable codes, shall be posted in public view within the premises, and it shall be the responsibility of management to ensure that this limit is not exceeded at any time. Occupant loads for the open patio area and the enclosed building area shall be calculated and posted separately.

Bldg. 7. Submit a precise grading plan, and an erosion control plan and a hydrology study. If it is determined that a grading plan is not required a drainage plan shall be provided. A precise grading plan shall not be required if any of the following are met:

i- The ground adjacent immediately to the foundation shall be slopes away from the building at a slope of not less than 5% for a minimum distance of 10 feet measured perpendicular to the face of the wall CBC sec. 1804.3. See also exception.

ii- On graded sites the top of exterior foundation shall extend above the elevation of the street gutter at point of discharge or the inlet of an approved discharge devise a minimum of 12 inches plus 2 percent 2019 California Building Code sec. 1808.7.4

8. Submit a soils report for this project. Soil's Report recommendations shall be blueprinted on both the architectural and the precise grading plans.
9. Prior to issuing the Building permit the conditions of approval shall be incorporated into the approved Architectural plans.
10. Comply with the requirements of the California Department of Food and Agriculture (CDFA) to determine if red imported fire ants exist on the property prior to any soil movement or excavation. Call CDFA at (714) 708-1910 for information.
11. Comply with the requirements of the following adopted codes Code, 2019 California Building Code, 2019 California Electrical code, 2019 California Mechanical code , 2019 California Plumbing code , 2019 California Green Building Standards Code and 2019 California Energy Code (or the applicable adopted, California Building code California Electrical code, California Mechanical code California Plumbing Code, California Green Building Standards and California Energy Code at the time of plan submittal or permit issuance ) and California Code of Regulations also known as the California Building Standards Code, as amended by the City of Costa Mesa. Requirements for accessibility to sites ,facilities, buildings

and elements by individuals with disability shall comply with chapter 11B of the 2019 California Building Code.

- 12. A change of occupancy shall require compliance with the Disabled access requirements of chapter 11B of the 2019 California Building Code.
- Bus. Lic. 13. All contractors and subcontractors must have valid business licenses to do business in the City of Costa Mesa. Final inspections, final occupancy and utility releases will not be granted until all such licenses have been obtained.
- Fire 14. Comply with the requirements of the 2019 California Fire Code and referenced standards as amended by the City of Costa Mesa.

**SPECIAL DISTRICT REQUIREMENTS**

The requirements of the following special districts are hereby forwarded to the applicant:

- AQMD 1. Prior to the Building Division issuing a demolition permit, contact South Coast Air Quality Management District located at:  
21865 Copley Dr.  
Diamond Bar, CA 91765-4178  
Tel: 909.396.2000  
Or  
Visit their web site  
<http://www.costamesaca.gov/modules/showdocument.aspx?documentid=23381>  
The Building Division will not issue a demolition permit until an Identification No. is provided by AQMD.
- Sani 2. Applicant shall contact Costa Mesa Sanitary District at (949) 654-8400 for any additional district requirements.